



Memorandum

To: District of Columbia Medicaid Pilot Test Submitters

From: David Goldstein, EDI HIPAA Project Director
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Cc: Medical Assistance Administration (MAA)
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Subject: District of Columbia Medicaid – HIPAA Remediation Project Pilot Testing

The District of Columbia Department of Health's Medical Assistance Administration (MAA), as a covered entity, is required to achieve compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The MAA is currently in the process of taking the necessary steps to achieve compliance with the HIPAA TCI regulations by October 16, 2003.

On May 12, 2003, as the HIPAA Remediation project vendor for MAA, ACS EDI Gateway Services begins the early stages of Pilot Submitter/Client Integration testing. Your organization has been selected as a potential pilot submitter for the District of Columbia's HIPAA Remediation project.

The objectives of this memorandum are to:

1. Provide a brief description of Pilot Submitter/Client Integration Testing process;
2. Briefly explain expectations for participating pilot submitters; and
3. List the roles and responsibilities for all parties involved in Pilot Submitter Testing.

Pilot Submitter Testing - Purpose

The purpose of Pilot Submitter testing is to simulate a production environment in order to verify that all components, and supporting processes, in the new ACS State Healthcare Clearinghouse (ACS SHCH) and the District Medicaid Management Information System (MMIS) are working properly. Pilot Submitter testing is based on the requirements defined for the project.

ACS EDI Gateway Services uses a strict testing methodology during the pilot testing to ensure that all requirements provided to the gateway are exercised. Following the methodology, an ACS EDI Gateway Services representative contacts each potential pilot submitter to coordinate the test process. The first step in the process is to determine which test conditions may be exercised. The test conditions are based on the submitter's current business practices. During the entire process, the ACS EDI Gateway Services representative maintains a traceability matrix to track and report which pilot submitters are executing which test conditions. The ACS EDI Gateway Services representative also tracks when pilot submitters are scheduled to submit a test file to the ACS EDI Gateway Services.

Pilot Submitter/Client Integration testing occurs in various stages. The early stages of this testing effort include testing with EDIFECS. ACS EDI Gateway Services contracted EDIFECS to provide HIPAA compliancy testing support to the entire electronic Medicaid submitter community for the District of Columbia.

- I. The Pilot Submitter/Client Integration testing process begins with the ACS EDI Gateway Services Business Analyst contacting the pilot submitters. After the initial phone interview with the pilot submitter, the ACS EDI Gateway Services Business Analyst assists the pilot submitter with their EDIFECS enrollment. The pilot submitter provides their name, company name, phone number, and email address to complete the enrollment process. Once enrolled, the pilot submitter has access to the EDIFECS website in order to submit X12N test files for analysis. Each test file is analyzed based on the seven levels of testing defined by WEDI SNIP. At this time, the submitter is required to address any errors discovered by EDIFECS during the compliance analysis prior to moving on to the next stage of testing with the clearinghouse.
- II. The ACS EDI Gateway Services Business Analyst schedules a communications test with the pilot submitter once EDIFECS verifies that each submitted test file meets the compliance standards for X12 transactions. The ACS EDI Gateway Services Business Analyst works with the pilot submitter to verify connectivity with both the clearinghouse and the Internet Data Exchange (iDEx) system. Following successful completion of the communications test, a testing schedule is established for each pilot submitter.
- III. Upon receipt of the test files, the ACS EDI Gateway Services Business Analyst tracks each file through the clearinghouse to ensure that all data is transformed properly, and all functions within the clearinghouse are working as designed. The ACS EDI Gateway Services Business Analyst advises the pilot submitter of any data processing problems encountered by the clearinghouse. The ACS EDI Gateway Services Business Analyst also provides customer support for pilot submitters who have difficulty understanding the errors

described on their 997 or 824 transactions. If issues are discovered that require clearinghouse changes, a second round of testing is scheduled with the pilot submitter. The timeframe for retesting is dependent on the complexity of the changes. Time must also be allotted for unit, systems, and regression testing of all changed system components.

- IV. The next stage of pilot submitter testing occurs after all issues are resolved with the clearinghouse. At this stage, all test files should have been successfully executed by a particular pilot submitter. At this point, the test file is run through the clearinghouse and delivered on through to the Medicaid Management Information Systems (MMIS) for processing. These test files run through a full payment cycle in the MMIS to the point of creating a remit advice. The clearinghouse receives this remit from the MMIS, formats the data into an 835X12N transaction and delivers it to the Internet Data Exchange (iDEx) platform. During this phase, the ACS EDI Gateway Services Business Analyst updates pilot submitters on the status of their test files throughout the testing process.
- V. The final stage of pilot submitter testing occurs when the ACS EDI Gateway Services Business Analyst contacts the pilot submitter to verify that they were able to successfully retrieve the HIPAA compliant X12N outbound transactions. After executing each stage in the Pilot Submitter/Client Integration test phase successfully, the pilot submitter is approved as a candidate for production.

Summary of Steps in Pilot Submitter Testing:

1. Conduct interview with ACS EDI Gateway Services Business Analyst
2. Receive the Final Draft Companion Guides
3. Enroll to use EDIFECS
4. Verify X12N test files using the EDIFECS Validation Engine.
5. Complete communications test with ACS EDI Gateway Services.
6. Schedule test submissions with ACS EDI Gateway Services Business Analyst.
7. Complete ACS EDI Gateway Services enrollment process.
8. Execute test files per agreed timeline.
9. Receive feedback from ACS EDI Gateway Services Business Analyst regarding status of test files.
10. Address issues or concerns.
11. Retest if needed.
12. Receive transaction responses from iDEx system as soon as they are available.
13. Complete test cycle.
14. Receive approval from ACS EDI Gateway Services Business Analyst to begin submitting production files at 'Go live.'

Summary of Roles and Responsibilities

Pilot Submitter

- Responsible for submitting test files through ACS EDI Gateway Services.
- Responsible for addressing issues with test files in a timely manner.

ACS EDI GATEWAY SERVICES Business Analyst

- Responsible for customer support to pilot submitter group during the test planning and execution phases of the effort.
- Responsible for providing timely follow up and status to pilot submitters regarding their respective test files.

ACS MMIS Business Analyst

- Responsible for communicating status to the ACS EDI Gateway Services Business Analyst regarding problems with specific test files.

Summary of Expectations

- Pilot submitters are expected to submit test files during their scheduled test window.
- ACS EDI Gateway Services Business Analysts are expected to provide customer support to the pilot submitter community during all phases of the Pilot Submitter/Client Integration test effort.
- ACS EDI Gateway Services Business Analysts are expected to communicate accurate timelines for resolution of issues found in the clearinghouse or within the MMIS to the pilot submitter community.

On behalf of the HIPAA Remediation project team, we would like to thank you in advance for your participation in this effort.

If you have any questions in this regard, please contact ACS EDI Gateway Services Business Analyst at (850) 558-1630.